



## FAQS

# APPLYING TO ATTEND A NON-DESIGNATED SCHOOL (FORMERLY BOUNDARY EXEMPTION REQUEST)

### 1. Do I have to attend my designated school?

Elk Island Public Schools (EIPS) encourages students to register at their designated school, where they're guaranteed access. The Division does understand some situations exist whereby families may wish to register their child at a non-designated school. Students can apply to a non-designated school through the [pre-enrolment process](#)—acceptance is based on available space.

*NOTE: Requests are only considered for schools with open boundaries.*

### 2. What is the deadline for deciding the school I want my child to attend?

The deadline coincides with the pre-enrolment process. The pre-enrolment process for the 2018-19 school year takes place from March 1-15—this is the only time students in grades 1-12 who want to attend a non-designated school in the upcoming school year can request to do so.

To request your child attend a non-designated school, simply indicate the school you want your child to be enrolled at when completing the Returning Student Registration Form, an online form available between March 1 and March 15. All pre-enrolment submissions, including requests to attend non-designated schools, receive equal consideration and are not subject to first-come, first-serve.

### 3. Can children attend a non-designated school for kindergarten?

Yes, priority is given to children who live within a school's attendance boundary. Families who want to apply to enrol their child at a non-designated school can do so when completing the online kindergarten New Student Registration Form. Acceptance is based on available space.

*NOTE: Requests are only considered for schools with open boundaries.*

### 4. Are children who attend a non-designated school in kindergarten guaranteed access to Grade 1 at that same school?

Yes, once a child is accepted to a school in kindergarten, the child is allowed to finish all grades offered at the school without having to make an additional request in Grade 1.

### 5. What happens if I miss the pre-enrolment deadline?

Any requests received after the pre-enrolment process deadline are declined. There is no late or secondary process. For families who have moved into the EIPS area after the pre-enrolment deadline, see FAQ 10.

## **6. Under what conditions will my request to attend a non-designated school not be approved?**

A student's request to attend a non-designated school is declined if:

- the school has a closed boundary; or
- the request is submitted after the pre-enrolment process deadline.

## **7. If I receive permission to attend a non-designated school, do I need to make a new request each year? What if we want to change schools?**

EIPS students are allowed to stay at the school in which they are registered until completion of the grades offered at that school.

Every year, during the pre-enrolment process, families are asked to confirm the school their child plans to attend in the upcoming year. At this time, families have the option to choose to either attend their designated school, the non-designated school they are currently attending or request a different non-designated school.

*NOTE: If the school's attendance boundaries recently changed, a student may be required to re-apply to attend that non-designated school.*

## **8. What is the random-selection procedure and how will I be affected?**

The random-selection procedure is conducted by EIPS Central Administration when the registration demand from outside the designated attendance area of a school exceeds the available number of learning spaces. The procedure offers all non-designated students in EIPS with a fair and equal chance of registration.

## **9. Can I change my mind after the pre-enrolment deadline?**

Enrolling at a designated or non-designated school is a commitment made by both the student and the school, which allows for careful planning and to meet the needs of students. Therefore, families should make informed choices when submitting a request. Families who apply to attend a non-designated school are contacted by the school and advised of the outcome after the pre-enrolment process. At this time, the school also asks for confirmation the student will be attending the non-designated school. Once confirmation is given, the decision is final for that school year.

## **10. If I move into the Division after the pre-enrolment deadline, can I attend a non-designated school?**

Yes, requests to attend a non-designated school are considered for those students whose families have just moved into the Division from outside the geographic area, or another community within the Division, and hasn't had an opportunity to participate in the usual pre-enrolment process. These requests are only considered if the requested school has an open boundary and did not participate in a random-selection procedure.

### **11. How will I know if my child's application to attend a non-designated school is accepted?**

All families requesting to attend a non-designated school are contacted, to inform them of the outcome by April 10.

### **12. Will busing be provided? If so, who pays for this service?**

Busing to non-designated schools is not guaranteed, and families are responsible for the associated [transportation fees](#). All students attending non-designated schools and accessing busing services are charged a non-designated school transportation fee, called Choice Fee. An additional Payride Fee is applied for students who reside less than 2.4 kilometres from their designated school or the school they are attending.

### **13. If my son in Grade 3, for example, is attending a non-designated school, can my daughter attend kindergarten at this same school?**

Yes, your daughter can attend the same school. Section 13 of [Administrative Procedure 305, Attendance Areas and Requests to Attend Non-Designated Schools](#) states:

*"The siblings of students currently attending a non-designated school, including a school with a closed boundary, shall be permitted to register in the same school if the newly registered sibling(s) will be attending the school at the same time as the currently registered sibling.*

- *A request for the non-designated school should be made during kindergarten registration.*
- *Guaranteed registration does not apply if the current sibling will be a returning Grade 12 student."*

### **14. Does the sibling clause (Section 13 of AP 305) apply if the non-designated school has a closed boundary?**

Yes, the sibling clause applies even if the non-designated school has a closed boundary. The only time the sibling clause may not be applicable is if the school's attendance boundaries were recently changed.

### **15. Does the sibling clause (Section 13 of AP 305) apply if the non-designated school is a junior high school and, for the upcoming school year, the older sibling is going into Grade 10 and younger sibling is going into Grade 7?**

No, it doesn't apply because both siblings have to be attending the same school at the same time.

### **16. Can a student submit a request to attend more than one non-designated school?**

No, only one non-designated school can be selected during the pre-enrolment process. If room is not available at the requested school, families are contacted and given the opportunity to either register their child at their designated school or request another non-designated school. If no room is available at the second-choice non-designated school the student is then enrolled at the designated school.

**17. If a school has participated in the random-selection procedure and a student is not selected, can the student then request to attend another non-designated school that did not have a draw?**

Yes, if a request is not granted following a random-selection procedure at a particular school, families are contacted and given the opportunity to either have their child attend their designated school or request another non-designated school. If no room is available at the second-choice non-designated school the student is then enrolled at the designated school.

*NOTE:* The random-selection procedure is conducted by Central Administration.

**18. If an older sibling is attending a non-designated school as a returning Grade 12 student (R-12) is the incoming Grade 10 sibling allowed to register under the sibling clause?**

No, the sibling clause does not apply when the older sibling is an R-12 student, as the timing of R-12 registrations doesn't align with the pre-enrolment process and the kindergarten to Grade 12 registration process. Most R-12 students make the decision to return during the summer or take courses through Next Step. Senior high staff meet with and process most R-12 student registrations on an individual basis in August.

**19. How does the request process work with the French Immersion programs? Does EIPS differentiate between designated and non-designated French Immersion schools?**

Yes, EIPS has established boundaries for French Immersion programs and therefore designated elementary and junior high French Immersion schools. French Immersion boundary maps are available on the [Division website](#). Families can also determine their designated French Immersion school using the "Advanced Search" function in the [Find My Designated School](#) tool on the EIPS website. If families want to pursue their child attending a non-designated French Immersion school, this can be indicated during the pre-enrolment process.

With French Immersion kindergarten, principals and families follow the same kindergarten registration procedures as all other EIPS schools.

# PRE-ENROLMENT PROCESS

## 1. What is the pre-enrolment process?

The pre-enrolment process allows the Division to verify all student information for every child prior to the start of the new school year. If your child currently attends school within EIPS and is returning next year, you will be contacted at the end of February to confirm your child's enrolment in a school for the upcoming school year using the online Returning Student Registration Form. At that time, families can indicate the school their child plans to attend; apply to attend a non-designated school (if applicable); and update any required student information—such as phone numbers, addresses and emergency contacts.

## 2. When will the pre-enrolment process take place?

The pre-enrolment process for the 2018-19 takes place from March 1-15. All existing EIPS families will receive an email on February 28, 2018 for the upcoming school year. Families have until March 15, 2018 to complete the pre-enrolment process—which is done by filling out the Returning Student Registration Form.

## 3. What information is EIPS collecting through the pre-enrolment process?

Families are asked to indicate the school their child is attending for the upcoming school year and to verify any information on file about their child including phone numbers, addresses, emails, medical information and student transportation requirements. At this time, families can also request their child attend a non-designated school or attend a bilingual, immersion, Christian, academic or outreach program. Additionally, parents and guardians are asked to either provide or deny consent regarding the sharing of student information, work and images.

## 4. What if my child is new to EIPS?

Students who are new to the Division are required to register using the online New Student Registration Form, available year-round at [www.eips.ca](http://www.eips.ca).

## 5. How will I know for sure my child is registered for the upcoming school year?

After submitting the Returning Student Registration Form 2018-19 users receive a confirmation email notifying them the form was successfully submitted. If applying to attend a non-designated school—formerly a boundary exemption request—the school will contact the families who applied in early April to advise them of the outcome. Acceptance is based on available space. When space isn't available, families can choose to either request a second non-designated school or to have their child attend the designated school.